



City of Carlsbad
**PARK & FACILITY USE APPLICATION
FOR RENTAL PERMIT**

Creating Community through People, Parks, and Programs

Facility / Park / Ballfield Requested _____
Type of Event _____
Organization or Individual Name (Applicant) _____
Street Address _____
City, State, ZIP Code _____
Home Phone _____ Work Phone _____ Cell Phone _____
E-mail Address _____

EVENT INFORMATION

Anticipated Attendance: Total Number _____ Number of Youth _____ % of Carlsbad Residents _____
Indoor Event Setup: Number of Tables _____ Number of Chairs _____ Lectern / PA _____ Coffee Maker _____ Electrical _____
Other _____
Dates from ____/____/____ to ____/____/____ Circle day(s) Su M T W Th F S
If your group meets on a regular basis, please CIRCLE the week(s) of the month you meet: 1st 2nd 3rd 4th
Arrival time: _____ am/pm Event begins: _____ am/pm Event ends: _____ am/pm Departure time: _____ am/pm
TOTAL Hours _____ Parks: 3 hour minimum rental; Buildings: 2 hour minimum rental;

Carrillo Ranch: 4 hour minimum rental

Day of Event Contact _____ **Date** _____
Home Phone _____ Work Phone _____ Cell Phone _____

Please Note: On the day of the facility use, the event contact person must be present and have a copy of this application form and signed permit in his/her possession along with a valid identification during the entire rental agreement period.

Falsifying information on the Park & Facility Use Application for Rental Permit is grounds for denial of use and future use, may result in criminal prosecution and/or loss of the security deposit. Falsifying information is grounds for terminating the event. I have read this notice and understand the consequences of falsifying information on the attached application. I certify, under penalty of perjury, that the information I have given on the Park & Facility Use Application for Rental Permit is true and correct to the best of my knowledge and belief. I, applicant, or representative for applicant, understand and agree to obey all facility use rules, regulations and policies. I, applicant, or representative for applicant, further understands and agree that the Rental Permit and associated event may be terminated by the City Manager, Police, or Park Director for a violation of any term or condition of the rental permit or for a violation of any federal, state or local law.

The signer, for himself/herself and/or his/her children, hereby waives any and all rights to make a claim for any loss or damage that may hereinafter accrue against the City of Carlsbad, members of its Council or Commission, its officials, employees and agents, arising out of the use of City property or activities pursuant to the reason of this waiver by reasons of negligence or otherwise; and further agrees to defend and indemnify and save free and harmless the City and above said persons from any claims, liability, or loss occasioned to the City or above said persons as the result or injury or death to persons or damages to property arising out of the use of said property or activity pursuant to the reasons for this waiver by reason of negligence or otherwise. We agree to comply with Carlsbad Community Services/Recreation Division facility use regulations.

APPLICANT'S SIGNATURE _____ **Date** _____

Please initial for acknowledgment of receiving, reading and understanding the Facility Use Regulations for Rental Permit _____ (Initial)
Your application is not approved until you receive a signed permit.

FOR DEPARTMENT USE ONLY

Date received _____
Received by _____
Data input by _____
Permit Number _____
Group Priority: ☐
Alcohol License Required Y / N
Liability Insurance Required Y / N
Date Verified _____

FACILITY CHARGES

Standard Hours	_____ at \$ _____ / hour	\$ _____
Additional Hours	_____ at \$ _____ / hour	\$ _____
Staffing Fee	_____ at \$ _____ / hour	\$ _____
Field Lights	_____ at \$ _____ / hour	\$ _____
Security Guards	_____ at \$ _____ / hour	\$ _____
Insurance	_____ at _____	\$ _____
Cleaning / Security deposit (refundable)		\$ _____
Inflatable Party Jump	_____ at \$ _____ / day	\$ _____
Other	_____	\$ _____

TOTAL: \$ _____

RISK MANAGEMENT: ☐ Approved or ☐ Denied by _____ date _____

RECREATION: ☐ Approved or ☐ Denied by _____ date _____



City of Carlsbad
ACTIVITIES CHECKLIST
FOR RENTAL PERMIT

Creating Community through People, Parks, and Programs

Type of Event: _____ (Birthday, Concert, Picnic, Wedding, Meeting, etc.)

Attendance _____ Indoor / Outdoor

Is this event open to the public? Yes or No

Is this a co-sponsored event? Yes or No If yes, name sponsors: _____

Additional Information	No	Yes	
Not-For-Profit Organization			If Yes, Is it a Carlsbad Chapter? Y/N
Athletic Activity			
Dancing/ Entertainment			
Music/Amplified Sound			
Jumpies/Inflatables			
Vendors/ Sales/ Donations			Do they have a City of Carlsbad Business License? Y/N
Food/ Non-alcoholic beverages			Do they have a County Food Handler's License? Y/N
Alcohol			Do you have an ABC License from the County? Y/N Are the drinks sold? Y/N
Other			

Setup Request	No	Individual	Private Company	Additional Permitting Process May Be Needed
Electrical Hook-up				✓
Generator (must have protection underneath)				✓
Fencing				✓
Retail/ Sales Booths				✓
Stages/Speakers				✓
Signs/ Banners/ Advertising				✓
Street Closures/Parking Lots/Sidewalks				✓
Tiki Torches/ Contained Flames/Special Lighting/ Propane Tanks, etc.				✓
Tents /Canopies (fire inspection required if tent is over 10' x 20' with 14 day advanced notice plus fee.)				✓
Other				

Comments:
